

## Minutes of the 2014–2015 HIS Executive Board Meeting #7

### 2015 April 29 (Wednesday) 19:00 @ HIS Sapporo

**Members present:** Alan Bossaer, Ted Diehl, Karen Katayama, Phred Kaufman, John Lazirko, Teiji Midorikawa, Paul Nickel, and Barry Ratzliff.

**Members absent:**

**Guests present:** Neil Cooke (principal), Shannon Koga (Niseko administrator), Shoji Mitarai (auditor).

**Quorum:** Can have meeting without a quorum but cannot vote on anything. Email voting must be sent before the meeting starts to be counted as present. A quorum consists of 2/3 or 6 members.

#### 1. Call meeting to order

Nikel called the meeting to order at 19:06. We have a quorum.

#### 2. Approve agenda (2015-04-29\_1\_Agenda.pdf)

The agenda was approved.

#### 3. Approve and sign minutes of 2015 February 25 (2015-03-25\_2\_ExB\_min.pdf)

March 25 minutes signed.

**Check that all minutes from August 2014 to present have been signed by those members who were present.**

#### 4. Chair Report (2015-04-29\_3\_Chair\_Report.pdf) Nikel

April 26, 2015

Dear Executive Board Members:

Greetings.

Before we head into business, I would like to take this opportunity to say a special “thank you” to everyone that had made the 2015 Spring Bazaar such a special event. In speaking with several people that had attended the day, they feel it was one of the best Spring Bazaar events yet and had an excellent turnout from the community: students, parents and community members.

As temperatures finally warm up and we hopefully see some cherry blossoms in the coming days, the end of the school year is fast approaching. This brings some important items we must tend to in the coming meetings in order to ensure we move forward in an orderly fashion.

Moving into the final months of the year I am concerned that we reach our Board Goals before the end of the year. We have made great strides forward in our HIS branding study, however many important decisions must still be made together with actions taken. This will indicate to all HIS stakeholders that our school means business and we have a plan for the future.

With this in mind, our April meeting will be looking at the following key items:

- 2015 - 2016 School Budget
- Curriculum Assessment Presentation, by Claire Yeo
- Review Nomination Committee Slates
- Discuss Board Training, in relation to new board members
- Review 2014 – 2015 Board Goals

I look forward to discussing the above items during our meeting on Wednesday April 29th at 1900hrs.

Sincerely,  
Paul Nickel  
Executive Board Chair, 2014-2015

#### 5. Head of School's Report (2015-04-29\_4\_Head\_Report.pdf) Ratzliff

Head of School Report to the Executive Board 04/29/2015

Enrollment: HIS current enrollment: 184 // Niseko Enrollment 17

In my report this month, you will note a thread of connection to the current Branding Project. It will be mentioned several times because it touches so many aspects of the school. I remain very excited as we approach the conclusion of the project and as we begin to see how it will continue to shape, challenge and move us forward as an institution.

I am encouraged this month in noting an increase in school numbers. Further to that, I am pleased that the off-campus dormitory will bring in students for the 2015~16 school year. We have reserved spaces and I am aiming to have a minimum of five of the ten spaces filled by the summer. Actively marketing our dormitory programs and moving towards building a second on-campus dormitory is both strategic and needed in the world of school marketing that exists today.

## Organization for Student Learning:

### A1. School Purpose

- **Beliefs and Philosophy** - The branding project has allowed us to revisit what the core HIS values are and both 'cull' them and reaffirm what is meaningful to us as we move forward.
- **Consistency of Purpose, Student Learning Outcomes (the HUSKIES) and Program** -- The project will result in a statement that should be considered as the replacement to the current school's mission statement. It will be more strategic in nature, pulling together our aspirations, educational beliefs and tying our current programs into a stream-lined and focused future.
- **Regular Review / Revision** -- Having an outside consultant and two internal teams to rely on has resulted in a clearer and conclusive ending "statement" than the WASC process has historically provided.

### A2 Governance

- **Pre-Training of Board Members** - [Discussion / Decision] I believe this is an important item for us to consider now in our meeting in order to best prepare incoming Executive Board members for the 2015~16 school year.
- **Additional Online Instructional Prompt** - In a changed and constantly changing educational environment, this additional prompt was included into the 2014 Focus on Learning accreditation manual from WASC. Currently HIS has many online learning options, however, our policies as an institution have not kept pace with the pace of educational change in this regards. I bring this topic up here in hopes that I can leave a marker in our minds for consideration in the near future (Fall). I would like to investigate policy statements that would be of benefit to HIS for adoption or incorporation into our current strategic policies.
- **Involvement of Governing Authorities (School Mission & Student Learning Outcomes: the HUSKIES)** - Again, our branding project has brought the Executive Board into a perfectly pitched role at HIS, permitting us to look down the road at the bigger picture to review and set the direction for the school. While the HUSKIES will likely endure the test of time through the branding project, our mission statement will need reconsideration. I would suggest, as was stated above, that we consider replacing the current mission statement with the proposed concluding statement that emerges from the branding project.

### A3 School Leadership

- non-report area

### A4 Staff

- **Employment Policies/Practices** - I am thankful to Shimako Abe for her proactive pursuit of channels for hiring a Japanese language teacher. Mr. Cooke and I have already been in touch with candidates and have interviewed a very promising candidate who fits our hiring guidelines (certified and qualified).
- **Support Professional Development** - Ms. Claire Yao recently returned from training in ESL in the Mainstream in Tokyo (intensive, one-week). She is now arranging time to meet with Shannon for additional time to prepare for next school year. // Nick Fazio is scheduled for college counseling training in Washington DC in mid June. // Joshua Shaffer will take an AP training course over the summer to prepare for his history teaching role next school year. // I am arranging the budget to cover the costs of bringing Pat Handly from the US to conduct four days of training for a select group of HIS leaders and leading-teachers in the process of Lesson Study.
- **Supervision and Evaluation** - See the above note on Lesson Study.

### A5 School Environment

- **Caring, Concern, High Expectations** - I am constantly thankful to our staff for the level of personal interest shown towards their students and addressing student well-being. Each of the team (secondary & secondary) meetings incorporates time to discuss individual student needs (emotional and personal).
- **Student Self-Esteem** - Weekly assemblies allow the school staff to acknowledge student achievement in several areas. I believe that this is an area that HIS must grow in, a need identified by current project work. A better focus on celebrating academic achievement in particular will be needed as we step into the next school year.
- **Safe, Clean and Orderly Environment** - My thanks to the PTA for supporting the school in purchase of additional chairs to replace aging ones that need to be discarded. We are also replacing chairs in the Teacher's Lounge with durable IKEA chairs that we can procure from Tokyo.

**A6 Student Progress**

- **Monitoring Student Growth** - I appreciate the efforts of Neil and the secondary staff to find a better solution to our Study Hall approach. The secondary school teachers have now adopted Office Hours when students can report in for additional help. We hope that this removes the stigma of an enforced study hall and promotes closer contact with the teacher who is most needed in meeting the learning needs of students.

**A7 School Improvement**

- **Systems Alignment** - The branding project is taking us further down the road to aligned systems than any work that HIS has done to date.
- **Correlation between All Resources, Schoolwide Learner Outcomes, and Action Plan** - While the branding project is not a WASC action, it is a similar review process in many ways and will result in actionable steps that are similar to an action plan. The hiring of Joe Tomasine to be our school's Communications / Marketing Coordinator is a key component to meeting the identified needs of that project. Concerns emerged from the Core Team of the Branding Project over time resources and so I have renegotiated Joe's contract and increased his dedicated time to follow up on the branding project from 1/3 of his contracted time to 1/2 of his contracted time. Joe will begin working actively for HIS from August 1 of this year and will be compensated for that additional time in January or February of next school year.
- **WASC Mid-Cycle Visit** - HIS can be thankful to the efficiency and hard work of Principals Dan Reynolds and Neil Cooke who, as Site-Coordinators for the ongoing WASC followup process, have ensured that the school has remained on track with the process of improving through the recommendations left to us by our last visit. Ms. Meagan Pavey, will chair the mid-cycle visit to HIS this coming week (April 26 ~ 29) and we look forward to hearing further direction.

**Curriculum, Instruction and Assessment****B1 What Students Learn**

- **ELL Curriculum / Assessment Program** - [Discussion / Decision] Claire Yao will be sharing with us this week in regards to a program that is rapidly being identified as the best program available program for English language learners and one that is being adopted by an increasing number of international schools. The WIDA program brings with it assessment tools that would better help us to track student progress and it comes with the guiding standards and instructional guidance that would support and bring stability to our program. I strongly support Ms. Yao's interest in piloting this program next year for roll-out in 2016 ~ 17. As a program adoption, we will be seeking Executive Board approval before moving forward.

**B2 How Students Learn**

- (see note above in B2)

**B3 Assessment**

- (see note above in B2)

**Support for Student Personal and Academic Growth****C1 Student Connectedness**

- (not reporting on this month)

**C2 Parent/Community Involvement**

- **Regular Parent Involvement** -- A thanks and congratulations to the PTA and their successful arrangements for the annual Spring Bazaar. The food, fun and sales all seem to have added up to creating a very positive day.

**Resource Management and Development****D1 Resources Criterion**

- **Practices** -- [Discussion / Decision] The annual budget has been put together with the input of all teachers and staff members with responsibilities over their budget areas. I appreciate the Board's consideration of the budget and any necessary increases required as we move forward into next school year.

**D2 Resource Planning**

- **Involvement of Stakeholders** - Involvement of the Finance Committee & Executive Board after teachers have had their input into individual budget areas.

**Personal**

- **Visit to Seoul International School** - Chairing the WASC Visiting Committee to SIS was again a very rewarding personal experience and an opportunity to see another school in action and to gain some insights into how we might do things at HIS. The team I worked with was perhaps the best team I have lead or been a part of so far. I appreciate the patience and understanding of the HIS community in my absence to serve in a process that HIS too has consistently benefited from over the years.

**Head Goals for 2014-15**

1. Complete a master resource plan for clearer stewardship of the school's resources. (Dependent upon the outcomes of the branding project)
2. Support completion of a branding study. (In final stage)
3. Support teachers in professional growth as it pertains to HIS' adopted instructional practices and approaches. (PD Expenditures to ensure all roles are filled for next school year)
4. Ensure that school communications effectively address the strengths and relevance of HIS educational and co-curricular programs. (Ongoing)

**Notes from discussion:****6. Treasurer's Report and Financial Matters (verbal) Lazirko**

Draft budget was presented to the Finance Committee this afternoon.

A 2% tuition increase and increase in Annual fee from 185,000 yen per year to 200,000 yen per year, will support financing the new position of the marketer and 5 new teachers coming in.

The Annual fee will be capped at 200,000 and not be changed in the foreseeable future.

The budget is based on 190 projected students for the 2015-2016 school year.

**Resources Management / Budget****Decision**

- ❖ Nikel moves and Kaufman seconds the motion that the Executive Board pass the HIS Sapporo Budget for the 2015-2016 school year as proposed.
- ❖ The motion passed. All in agreement.

The Niseko budget is based on a projected number of 36 students for the 2015-2016 school year.

Currently there are 27 students signed up for the coming school year and expectations must be built into the budget that there maybe more enrolled throughout the year.

**Decision**

- ❖ Midorikawa moves and Katayama seconds the motion that the Executive Board pass the HIS Niseko Budget for the 2015-2016 school year as proposed.
- ❖ The motion passed. All in agreement.

**7. Niseko Report (2015-04-29\_5\_Niseko\_Report.pdf) Koga**

Niseko Administrator Report -- April 2015

I am happy to report that the enrollment in HIS Niseko is currently, and will end the year at 17 students. We are happily encountering logistical problems of students of those numbers. Those difficulties include seating arrangements at lunch, not enough hockey sticks at recess, and other minor concerns of having larger numbers of students.

HIS Niseko staff has taken some after school meeting time to reflect on this year and recognizing how much work we have done, has packaged the work that we do with the environment that we are in, defining our HIS Niseko Outdoor Program. We looked at the IPC units that we do and the reading and writing workshops that we do, and realized that most of them organically taken on aspects of the outdoors. Some examples of this are in upcoming IPC units, when all three classes in Niseko are studying water, and we focus on our garden in our back yard. For those of you who have not seen our garden, we have had a tilled and harvested garden of about 20x50 meters since last year. This plays an important role in our cooking, life cycle, and greenery lessons, supporting both regular and seasonal school programs.

Additionally, our winter activities have grown this year with the purchase of snow shoes. We participate in ski, snowshoe, and skating activities, all of which are built into our PE program, but also take on additional studies of flora and fauna, safety, and nature. Next year, via the IPC unit "Climate Control," the introduction of snow studies will complete the Niseko outdoor program. Currently, we are trying to finalize a tie up with one of the Niseko mountain companies to provide year round assistance, in part financed by Seasonal School. They will work with Seasonal School, teach our skiing and snowboarding classes, and even begin snow studies with an element of avalanche awareness for our older students.

The teachers at HIS Niseko are very vested in this kind of “ribbon tying” of the program that we are already providing our students. Mr. Sinclair and Mrs. Senzai, as the continuing teachers, are committed to continuing the program, and the new teachers coming in the fall are very interested in facilitating that.

It is the hope of the HIS Niseko teachers, that this will be a strong advertising point for our school, and that will initiate the Outdoor Program in Elementary across both campuses.

#### **Notes from discussion:**

### **8. Nominating Committee Report / Slates (verbal) Kaufman**

ExB Slate: David Wakabayashi and Philip Seaton proposed.  
One seat is still empty with the chance to fill it during the year.

#### **Decision 1**

- ❖ Bossear moves and Nikel seconds the motion that the Executive Board approves the ExB Slate as proposed.
- ❖ The motion passed. All in agreement.

#### **Decision 2**

BoC Slate: Brian Nelson, Yoko Walker and Hideyuki Ima proposed.

- ★ The resumes will be shared with the ExB by email. The vote to approve the BoC slate, will also be done by email before the BoC meeting on May 20, 2015.

### **9. Marketing Committee Report (verbal) Kaufman**

Get a poster ready to promote the Beer Festival.

### **10. Pre-Training of Board Members / Board Member Positions**

**Notes from discussion:** Training for new Board members and Orientation for all board members will happen in August the first meeting of the new school year.

### **11. Branding Study - Update**

#### **Notes from discussion:**

Corrine Diehl gave a presentation on the current status and progress of the Branding Study: developing our positioning statement, image attributes, proof points, and high level message points to help promote who we are as a school. The completed Branding Study will be delivered to the Board in May.

### **12. Review upcoming important milestone dates**

#### **Notes from discussion:**

For the May BoC meeting need to have the Slates and Budgets prepared.

### **13. Matters of concern....**

Need to finish the **Protocol for Spouse of Board Member Employment** (see minutes from 2013 March 30). Barry will look over the wording that needs to be clarified in the document.

- ❖ Will put this on the agenda for the **May meeting** to be approved.

### **14. Executive Board Goals for 2014-2015**

1. Support and encourage the development of the Niseko campus; develop operational parameters for decision making.
2. Conduct a branding study of HIS; Sapporo and Niseko campuses.
3. Integrate HIS foundational documents; codify procedures and practices.

4. Create a succession pipeline for board leadership (chair and officers).

**15. Review of Meeting:**

**\*\*Send Barry the Board survey and he will make an on-line survey.**

Good meeting, we accomplished what we wanted to do.

**16. Time and Place of next Board meeting:**

All meetings will be held on Wednesday evening 19:00 to 21:00 @ HIS Sapporo campus unless otherwise noted.

**17. Next Meeting of the 2014-2015 school year:**

Saturday May 23, 2015 Dinner with Teachers

Wednesday May 27, 2015 @ 1900hr

Wednesday June 10, 2015 @ 1900hr at Phred's Bar (invite new ExB board members)

❖ **Nikel moved to adjourn the meeting at 21:04.**

**The motion was approved.**

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Minutes by Katayama (May 2015)